ADMINISTRATION

Secretary Keyanna Conner

The five state agencies in the Administration secretariat manage the Commonwealth's buildings and grounds, administer employee policies and benefits, oversee elections, safeguard human rights, work to improve manager-employee relations in state government, direct state funds to constitutional officers, and oversee the Commonwealth's information technology.

Agency Expertise

The agencies overseen by the Secretary of Administration facilitate the effective and efficient delivery of government services by supporting a strong state workforce, robust facilities, and a resilient information technology network. These agencies play a crucial role in emergency response and disaster recovery by facilitating information sharing, improving situational awareness, and supporting resource request fulfillment. The specialized expertise, including construction, communications, and contracting within the Secretariat is a significant component of successful response and rebuilding.

Virginia Emergency Support Team

The Virginia Emergency Support Team (VEST) is the Commonwealth's coordination and support mechanism to help localities prepare for, respond to, and recover from notice and no-notice events. The VEST may be activated when the Governor declares a State of Emergency; when the impacts of an event exceed the capacity of local and regional partners; and at the direction of the Virginia Dept. of Emergency Management State Coordinator or VEST Director in support of a high-profile emergency or non-emergency event that demonstrates a need for state-level resources.

VEST Activation Levels

The VEST uses a color-code system for denoting the levels of activation, ranging from Green/Steady State (typical for non-emergency periods) to Red/Fully Activated (during a major emergency or planned event requiring the engagement of many or all ESFs).

Condition Green	Condition Yellow	Condition Orange	Condition Red
STEADY STATE	ACTIVATED - MONITORING	PARTIALLY ACTIVATED	FULLY ACTIVATED

Department of General Services

Department of Human Resource Management

Virginia Department of Elections

Virginia Information Technologies Agency

VEST Liaison Officers – EMCs – Public Information Officers

Each Executive Branch Agency and public institution of higher education appoints:

- Primary and alternate VEST Liaison Officers (VLOs) to serve as the main point of contact for all disaster preparedness, response and recovery matters. VLOs shall have subject matter expertise to staff ESFs, dedicate resources, or fulfill other assignments upon VEST activation.
- Primary and alternate Emergency Management Coordinators (EMCs); under the EMC, each agency or public institution of higher education shall develop and maintain plans that outline the actions to be taken by facility occupants during emergency situations, severe weather scenarios, and related preparedness drills.
- Primary and alternate Public Information Officers (PIOs) are responsible for interfacing with the public, media, other agencies and stakeholders to provide incident-related information and updates on the status of an incident or event.

VLO	EMC	PIO
Department of General Services Brandon de Graaf (804)909-3850 brandon.degraaf@dgs.virginia.gov	Brandon de Graaf (804)909-3850 brandon.degraaf@dgs.virginia.gov	Dena Potter (804)356-5508 dena.potter@dgs.virginia.gov
Department of Human Resource Management Rue White (804)382-3860 rue.white@dhrm.virginia.gov	Belchior Mira (804)382-3839 belchior.mira@dhrm.virginia.gov	Anne Warning (804)592-8241 anne.warning@dhrm.virginia.gov
Department of Elections Taylor Melton (804)837-0062 Taylor.Melton@elections.virginia.gov	Gary Finch (804)864-8953 Gary.Finch@elections.virginia.gov	Andrea Gaines (804)263-5752 Andrea.Gaines@elections.virginia.gov
Virginia Information Technology Agency Dorothy Spears-Dean (804)298-3124 dorothy.spearsdean@vita.virginia.gov	Mike Watson (804)920-6235 michael.watson@vita.virginia.gov	Julie Fuentes (804)339-5524 julie.fuentes@vita.virginia.gov

Emergency Support Functions

ADMINISTRATION

Emergency Support Functions (ESFs) group governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following incidents.

Each ESF has a Lead Agency and Supporting Agencies that collaborate to execute their responsibilities. The Secretariat of Administration Lead and Supporting agencies are indicated in **bold face**.

1 Transportation

Integrates the responsibilities of state agencies for the prevention, mitigation, preparedness, response, recovery, infrastructure restoration, safety, and security of all Commonwealth transportation infrastructures.

Lead	Supporting
Virginia Dept. of Transportation	**Department of General Services**

2 Communications

Assists state agencies, local governments, private-sector entities, and voluntary organizations requiring communications and information technology (IT) related equipment and services in preparation for or in response to emergencies and disasters.

Lead	Supporting
Information Technologies Agency	

3 Public Works & Engineering

Coordinates and organizes the delivery of essential public works and engineering services using the capabilities and resources of the Commonwealth.

Lead	Supporting
Virginia Department of Health	**Department of General Services**

4 Firefighting

Monitors and supports firefighting activities, including the detection and suppression of fires on all private, state, and federal lands and provides resource support as needed.

Lead	Supporting
Virginia Dept. of Fire Programs	
Virginia Dept. of Forestry	

5 Emergency Management

The VEST Command and General Staff make up ESF 5. The Command and General Staff includes the State Coordinator, VEST Director, VEST Team Lead, Health and Safety Officer, Access and Functional Needs Chief, PIO and Private Sector. ESF 5 coordinates and supports the overall activities of state government as related to emergency management.

6 Mass Care

Coordinates delivery of state services; implementation of the Commonwealth's mass care, sheltering and related plans; and coordination of support to local government and non-governmental organization mass care and emergency assistance operations.

Lead	Supporting
Virginia Dept. of Social Services	**Department of General Services**
	Department of Human Resources Management
	Information Technologies Agency

7 Logistics

Manage and provide resources, including disaster procurement, warehousing and distribution in support of emergency response and recovery operations.

Lead	Supporting
Virginia Dept. of Emergency Management	
Department of General Services	

8 Public Health & Medical Services

Coordinates state-level operations and coordinates state support of local government and non-governmental operations.

Lead	Supporting
Virginia Department of Health	**Department of General Services**

9 Search and Rescue

Deploys components of the SAR Response System to provide specialized life-saving assistance to local jurisdictions during any type of incident.

Lead	Supporting
Virginia Dept. of Emergency Management	

10 Oil & Hazardous Materials Response

Coordinates and directs state support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials.

Lead	Supporting
Virginia Dept. of Emergency Management	

11 Agriculture & Natural Resources

Coordinates state-level operations and coordinates state support of local government and non-governmental operations.

Lead	Supporting
Department of Agriculture and Consumer Services	**Department of General Services**

12 Energy

Coordinates the restoration of damaged or destroyed energy systems and components during an emergency incident.

Lead	Supporting
Virginia Dept. of Emergency Management	

13 Public Safety & Security

Integrates state-level public safety and security capabilities and resources to support response activities associated with potential or actual incidents.

Lead	Supporting
Virginia State Police	

14 Private Sector

This is a newly designated ESF. Coordinates role of business community stakeholders and private sector partners in support of Commonwealth's response and recovery operations.

Lead	Supporting
Virginia Dept. of Emergency Management	

15 Joint Information Center (JIC)

Provides accurate, coordinated, and timely information to private sector, general public and government agencies during a potential or actual incident.

Lead	Supporting
Virginia Dept. of Emergency Management	All Agencies

16 Military Affairs

Integrates all supporting Department of Defense (DOD) and Department of Military Affairs resources into the Commonwealth's coordinated response.

Lead	Supporting
Department of Military Affairs	

17 Volunteer & Donations Management

Coordinates and integrates the delivery of donated goods and volunteer services from non-profit organizations and individuals in support of disaster relief.

Lead	Supporting
Virginia Dept. of Emergency Management	

DEPARTMENT OF GENERAL SERVICES

Virginia Emergency Support Team

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VEST Activation Levels

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The Department of General Services is assigned the duties listed below for the following ESFs:

ESF 1 Transportation - Supporting
- Provide passenger vehicle resources as requested (when available) from the Commonwealth's centralized fleet.

ESF 3 Public Works and Engineering - Supporting
- Provide technical assistance in the identification, evaluation, stabilization, rehabilitation, and/or demolition of state-owned buildings and facilities.
- Assist, as resources are available, other building code officials in their jurisdiction as requested.
- Assess and develop strategies to protect, stabilize, and restore buildings and facilities of historic significance.
- Ensure that all construction and redevelopment on state-owned property complies with the appropriate building codes, zoning and land use regulations, as well as local and regional comprehensive plans.
- Assist in the management and coordination of emergency contracting services.
- Assist with the review of contract administration terms and conditions in contracts issued for services related to the recovery effort.
- Assist localities, if requested and as resources are available, to process the large number of building permits that may be required.
- Assist with contracting for the removal of debris from state-owned property.
- Develop and keep current a list of contractors who provide debris removal, collection, reduction, and disposal services.
- Develop model contracts and generic scopes of work to assist state agencies and local jurisdictions in the development and implementation of debris removal contracts.

Emergency Support Functions (cont.)

- Assist state agencies and local governments in developing cooperative agreements for debris removal.
- Provide laboratory services to detect and identify any chemical or biological contaminants in water.
- Assist with contracts for essential water needs (potable water).
- Implement appropriate measures regarding the efficient utilization and distribution of limited water resources (conservation measures).
- Assist responsible entities with the restoration and operation of water and sewage treatment facilities.
- Assist, as necessary, with the enforcement of regulatory standards for the treatment and disposal of waste.

ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral
- Provide support as outlined in the Commonwealth family assistance plan.
- Through the Division of Engineering and Buildings (Division), function as the building official for all state-owned buildings or structures and for all buildings and structures built on state-owned property used for sheltering except for the IHEs with building code officials and authority over their building codes.
- The Division shall review and provide building permits, certificates of occupancy, as appropriate, at state-owned buildings being used for emergency shelters.

ESF 7 Logistics
- Manage contracts for goods and services.
- Provide contract subject matter expertise staffing for the Logistics Section.
- Provide resource support for warehouse operations.

ESF 8 Public Health and Medical
- Provide public health and diagnostic laboratory services at the Division of Consolidated Laboratory Services (DCLS) laboratory to support public health investigations.

ESF 11 Agriculture and Natural Resources
- Coordinate and provide expertise regarding state-owned historic resources.

ESF 15 External Affairs
- Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
- Provide staff to the Joint Information Center when requested.
- Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.

VIRGINIA INFORMATION TECHNOLOGIES AGENCY

Virginia Emergency Support Team

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The Virginia Information Technologies Agency is assigned the duties listed below for the following ESFs:

ESF 2 Communications– Lead
- Coordinate the information flow regarding the status of communications and infrastructure between the VEOC and information technology programs and/ or telecommunications service providers.
- Coordinate spectrum policy as it applies to wireless communications such as Wi- Fi and mobile phones.
- Assist and coordinate with the ITP and private sector telecommunications carriers to ensure the provision/restoration of communications and IT services, as required.
- Supply technical expertise, direct technical support, and maintenance of Commonwealth communication assets within the scope of existing contracts and maintenance agreements during an activation or declared emergency.
- Provide and support infrastructure required for the incident response and recovery activities outside of the VEOC facility (i.e. field offices, evacuation shelters, etc.).
- Coordinate technical support to rebuild communication infrastructure.

ESF 6 Mass Care, Emergency Assistance, Human Services, and Housing Referral
- Provide support as outlined in the Commonwealth family assistance plan.
- Provide and support information technology infrastructure required for establishment of state mass care and shelter operations.
- Supply technical expertise, direct technical support, and maintenance of Commonwealth communication assets (within the scope of existing capabilities) and maintenance agreements in support of state mass care and shelter operations.

VIRGINIA INFORMATION TECHNOLOGIES AGENCY

Emergency Support Functions (cont.)

- Coordinate agency responsibilities assigned in the Code of Virginia's SCR Shelter Plan.
- Ensure all agency activities comply with state and federal non-discrimination laws.

ESF 15 External Affairs
- Coordinate emergency-related public information with the Joint Information Center using the Joint Information System.
- Provide staff to the Joint Information Center when requested.
- Public Information Officers will distribute any disaster-related information to their partners, the public, and external audience when received.